



SESSION SCHEDULE CHECKLIST

The following checklist has been developed to assist you when preparing and submitting a **Session Schedule Form**.

- ☐ 1. Please include your State License Number (**EX: G-0005670**), if applicable.
- ☐ 2. A correct fax number or e-mail address must be provided in order for the Office to fax or e-mail a license.
- ☐ 3. Organization Official must complete the amount of rent per session and provide a lease, if applicable.
- ☐ 4. When submitting a request to *add or delete* a session(s), *organization official and commercial lessor/non-commercial lessor* **must** sign the form approving the session(s).
- ☐ 5. List **all** dates and times of events. Enter the starting time of a session as the time the organization will begin selling paper/pulltabs.
Circle AM or PM, Length, and Add or Delete.
- ☐ 6. **Additional Session Schedule**
 - A. If organization has events at more than one location, complete a form for each location and include lease agreement, if applicable.
 - B. List all dates, times and length of sessions for each additional location.
- ☐ 7. **Lease Agreement**
 - A. If organization is paying rent for any location, submit a signed lease agreement.
 - B. Lease agreements must include all dates and times organization is to conduct gaming activities.
- ☐ 8. **When changing schedule of dates and times, give specific dates and times. Use the Calendar Schedule for changing multiple sessions.**
 - A. Circle add or delete
 - B. Circle a.m. or p.m.
 - C. Enter the start time.
 - D. Enter the length of session: for example, 2, 4, 6 or 8 hours. Session cannot exceed 8 hours.
- ☐ 9. The **second and subsequent revisions** to your license must be accompanied by a **\$25 check**, made payable to "*Office of Charitable Gaming*" and written on the gaming account.

If you have questions concerning any application information, contact the Office at 1-800-562-9235 or locally at 225-925-1835. You may also visit our website at www.ocg.louisiana.gov.



Office of Charitable Gaming
PO BOX 98502, Baton Rouge, LA 70884-9502
(225) 925-1835 or (800) 562-9235 FAX (225) 219-1910
www.ocg.louisiana.gov

Session Schedule

- ☐ ORIGINAL APPLICATION
☐ RENEWAL
☐ REQUEST CHANGE TO LICENSE

License Year Ending 6/30/20__

State License Number:

G- _____

***** Please use one form per location where games are played *****

Name of Organization		Organization Fax Number (where you want the license faxed) ()
Name of Building Where Games are Conducted	Building Phone # ()	Building Fax Number ()
Physical Address of Building (Include City & Zip Code)		Parish of Building
E-mail Address		
Amount of rent per session: \$ _____ (Attach copy of rental or lease agreement)		<input type="checkbox"/> Check here if building is owned by organization or provided free of charge.

1. Only one FAX per modification.
2. Change requests must be submitted no later than 5 business days in advance to guarantee approval.
3. Change requests not completed properly will cause a delay in receiving your license.
4. The second and subsequent changes to your license must be accompanied by a \$25 check, made payable to "Office of Charitable Gaming" and written on the gaming account.
5. This form must be signed by an organization official or Member-In-Charge and the commercial or non-commercial lessor.
6. For additional dates, use schedule calendar.

INDICATE REQUESTED CHANGE:					CHECK ONE:	
DAY	DATE	TIME	Circle one	LENGTH	DELETE	ADD
			AM PM			
			AM PM			

The Office has the right to deny modification if organization is in arrears.

Organization Official (print)	Signature X	Date	Daytime Phone # & Area Code
Commercial/Non-Commercial Lessor (only required on modifications)	Signature X	Date	Daytime Phone # & Area Code

DO NOT WRITE BELOW THIS LINE

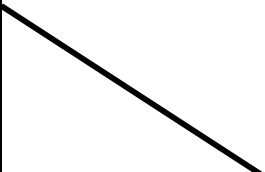
Check Number _____	<input type="checkbox"/> APPROVED		
Invoice Number - _____	<input type="checkbox"/> DENIED	Due to: <input type="checkbox"/> Conflicting Times	<input type="checkbox"/> No Modification Fee
Date Entered _____		<input type="checkbox"/> No Signature	<input type="checkbox"/> Other
Initials _____	Approved by: _____	Date: _____	
	Lease Agreement: _____	Device Agreement: _____	

Office of Charitable Gaming				State License # G-		
Organization Name:		Signature of Organization Official Approval: (Required)		Date signed:		Organization Phone # :
Building Where Games are Held:		Lessor (Hall) Approval (Required)		Date signed:		Hall Contact Phone #:
Rent Amount \$		Fax Number / E-mail address :				
Building Address:		() Check if this schedule will delete all sessions previously submitted for this month. <ol style="list-style-type: none"> 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete. 				
July 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days. Holidays: July 4th – Independence Day</i>				1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:
				4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:
11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:	13 Add Delete Time: AM PM Length:	14 Add Delete Time: AM PM Length:	15 Add Delete Time: AM PM Length:	16 Add Delete Time: AM PM Length:	17 Add Delete Time: AM PM Length:
18 Add Delete Time: AM PM Length:	19 Add Delete Time: AM PM Length:	20 Add Delete Time: AM PM Length:	21 Add Delete Time: AM PM Length:	22 Add Delete Time: AM PM Length:	23 Add Delete Time: AM PM Length:	24 Add Delete Time: AM PM Length:
25 Add Delete Time: AM PM Length:	26 Add Delete Time: AM PM Length:	27 Add Delete Time: AM PM Length:	28 Add Delete Time: AM PM Length:	29 Add Delete Time: AM PM Length:	30 Add Delete Time: AM PM Length:	31 Add Delete Time: AM PM Length:
If any requested session conflicts with another organization's scheduled session, yours will not be approved. The office has the right to deny modification if organization is in arrears.						

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Organization Name:		Signature of Organization Official Approval: (Required)		Date signed:		Organization Phone #
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August 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
If any requested session conflicts with another organization's scheduled session, yours will not be approved. The office has the right to deny modification if organization is in arrears.						
1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:
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Building Address:		() Check if this schedule will delete all sessions previously submitted for this month. 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete.				
September 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holidays: September 6th – Labor Day</i>			1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:
5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:
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Building Address:		() Check if this schedule will delete all sessions previously submitted for this month. 4. Change requests must be submitted no later than 5 (five) business days in advance. 5. Submit the entire year's schedule to avoid additional charges and/or delays. 6. Enter time and length of session and circle AM or PM and Add or Delete.				
October 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only.</i> <i>There may be others not listed. Sessions may be scheduled on these days.</i> • <i>Holidays: October 11th - Columbus Day</i> <i>October 31st - Halloween</i>					1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:
3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:
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Rent Amount \$		Fax Number / E-mail address :				
Building Address:		() Check if this schedule will delete all sessions previously submitted for this month. <ol style="list-style-type: none"> 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete. 				
November 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed.</i> <i>Holidays: November 1st – All Saints Day November 11th – Veterans Day</i> <i>November 25th – Thanksgiving Day.</i>						
	1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:
7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:	13 Add Delete Time: AM PM Length:
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December 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holidays: December 24th – Christmas Eve</i> <i>December 25th - Christmas December 31st – New Year's Eve</i>			1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:
5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:
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January 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holidays: January 1st – New Year's Day</i> <i>January 17th – Martin Luther King Jr Day</i>						1 Add Delete Time: AM PM Length:
2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:
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Building Address:		() Check if this schedule will delete all sessions previously submitted for this month. 4. Change requests must be submitted no later than 5 (five) business days in advance. 5. Submit the entire year's schedule to avoid additional charges and/or delays. 6. Enter time and length of session and circle AM or PM and Add or Delete.				
February 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holidays: February 14th –Valentine's Day</i>		1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:
6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:
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March 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> Holiday: March 1 th – Mardi Gras Day March 2 th – Ash Wednesday March 17 th – St. Patrick's Day						
		1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:
		6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:
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April 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holiday: April 15th – Good Friday</i> <i>April 17th - Easter</i>				1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	
3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:
10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:	13 Add Delete Time: AM PM Length:	14 Add Delete Time: AM PM Length:	15 Add Delete Time: AM PM Length:	16 Add Delete Time: AM PM Length:
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May 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holidays: May 8th – Mother's Day</i> <i>May 30th – Memorial Day</i>						
1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:
8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:	13 Add Delete Time: AM PM Length:	14 Add Delete Time: AM PM Length:
15 Add Delete Time: AM PM Length:	16 Add Delete Time: AM PM Length:	17 Add Delete Time: AM PM Length:	18 Add Delete Time: AM PM Length:	19 Add Delete Time: AM PM Length:	20 Add Delete Time: AM PM Length:	21 Add Delete Time: AM PM Length:
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Building Where Games are Held:		Lessor (Hall) Approval (Required)		Date signed:	Hall Contact Phone #:	
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Building Address:		() Check if this schedule will delete all sessions previously submitted for this month. 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete.				
June 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holiday: June 19th – Father's Day</i>			1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:
5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:
12 Add Delete Time: AM PM Length:	13 Add Delete Time: AM PM Length:	14 Add Delete Time: AM PM Length:	15 Add Delete Time: AM PM Length:	16 Add Delete Time: AM PM Length:	17 Add Delete Time: AM PM Length:	18 Add Delete Time: AM PM Length:
19 Add Delete Time: AM PM Length:	20 Add Delete Time: AM PM Length:	21 Add Delete Time: AM PM Length:	22 Add Delete Time: AM PM Length:	23 Add Delete Time: AM PM Length:	24 Add Delete Time: AM PM Length:	25 Add Delete Time: AM PM Length:
26 Add Delete Time: AM PM Length:	27 Add Delete Time: AM PM Length:	28 Add Delete Time: AM PM Length:	29 Add Delete Time: AM PM Length:	30 Add Delete Time: AM PM Length:	If any requested session conflicts with another organization's scheduled session, yours will not be approved. The Office has the right to deny modification if organization is in arrears.	